

TYPE	DATE MONDAY 27 OCTOBER 2025
ANNUAL GENERAL MEETING	TIME 19.00

APOLOGIES

Ben Jackson Trustee. Roger Garbett Trustee

ATTENDANCE Register taken. 37 members present, plus 8 trustees

LEGAL DUTIES		
Any conflicts of interest for this agenda/meeting?		None recorded
ITEM	DISCUSSION	PROPOSALS + ACTIONS
	Please note* As set out in the constitution, members had received notice of the AGM (Appendix 1), the agenda (Appendix 2) and copies in of AGM documents (Appendices 3, 4, 5, 6, 7, 8).	
Welcome	The AGM and its documents were presented to members via a Powerpoint presentation. A welcome from the Chair of trustees, James Roach (JR) who thanked members for attending and gave apologies for those absent	
Minutes of the 2024 AGM (+ Matters Arising)	JR shared 2024 AGM Minutes (Appendix 3) JR advised members that any Matters Arising from the 2024 AGM Minutes will be addressed through this year's Chairs Report (Appendix 4) After a quick summary, JR invited questions from members in respect of the 2024 AGM Minutes and with no responses from members JR advised members to accept the 2024 AGM Minutes as a 'correct account of the meeting'.	Acceptance of the 2024 AGM Minutes Proposed JR (trustee) Seconded PS (trustee)
Chairs Annual Report	Presented and written by James Roach (JR) Chair of Trustees JR explained that his report was constructed to cover all areas pertinent to the smooth running of the ACVH, especially in respect of the many, active groups involved within it (Appendix 4) Maintenance JR described that Shirley White (SW), has been and will remain the Lead Trustee with oversight of ACVH Maintenance. JR thanked SW for works completed and described the improvements taken place within the last year.	Approve the Chair's Annual Report Proposed Pam (member) Seconded David (member)

	Secretarial Duties JR advised members that all ACVH policies had been collated, updated and checked. JR stated that Trustees had accepted and approved them, sharing that that they are now colour-coded, easy to read, shorter and, as a result, more user-friendly. JR also noted that the policies are now on the ACVH website and available in the foyer. JR noted that Alison Limerick (AL) will remain Secretary and this year had organized over 900 hard-copy, archives and had destroyed and recorded any that were not useable/useful. JR suggested to have an exhibit of the Archives and AL plans to move them all online. Finance JR explained that Paul Griffiths (PG) would remain Treasurer and had recently moved to an online system, making accounting easier + more transparent and advised members that it should be easier to transition to other financiers if required at a later date. Bookings JR reminded members that WG had retired and that he was the interim Bookings Manager. JR advised that the AVCH are moving to an automated system and that a new Key Code machine is in place for non-regular users/hirers of the ACVH. JR advised that most bookings are from villagers and that he/others do not meet hirers of the hall unless they request it. A 'leave as you found it' plan is currently in place. JR acknowledge that this is an important function of the hall and integral to funding since £5.5k was raised in this financial year. JR also advised members that for the time being, hirers cannot book the bar through 'private booking' due to a lack of staffing. Private arrangements for the bar can though be made. To conclude this section, JR requested that members consider promoting that the ACVH need a new Bookings Manager Events JR thanked the Social Sub-Committee and advised members that they had raised a significant £8.5k. in this financial year. JR also thank the 'many volunteers' who made it possible. JR said that Katy Rose (KR) will remain the Chair of the Social Committee. JR also noted that some Social Committee members have left the group and new members had joined. If successfully elected at this AGM, Victoria Gunn (VG) will serve as a link Trustee too the Social Committee. Bar JR advised that the bar had created a net profit figure of £7K. JR thanked the 'many' bar stewards and explained that the bar is now taking about 70% of its takings online using Xero. JR advised that Ben Jackson (BJ) is currently the interim Bar Manager. To conclude this section, JR requested that members consider promoting that the ACVH need a new Bar Manager	Action: New Bookings Manager required Action: New Bar Manager required
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	Communications JR described the ways in which the AVCH publishes its many events: Village email list, parish magazine, website, and/or notice boards. JR explained to members that not all events are published online and at times, the AVCH do to not promote through Facebook or Ludlow chat because of restrictions to numbers. JR advised members not to promote/share events on Facebook without prior permission. Trustees JR described the elections needed by members for new trustees as set out in the constitution. ACVH needs x2 re-elections and x1 new. JR advised members that Nic Kilby (NK) is stepping down from a Trustee role but will still be involved with ‘techy stuff’. NK was presented with a bottle of wine. JR shared the proposed trustee list and responsibilities to be agreed/approved at the first meeting of Trustees following this AGM. JR asked whether anyone in the meeting was from Ashford Bowdler <i>(Answer: No)</i> JR concluded his Chair’s Report by thanking everybody for ‘the many excellent events’, acknowledging positive member attendance. JR also thanked volunteers ‘who enable it all to happen’.	
THREE-YEAR PLAN (In 3rd Year)	Presented by JR (Appendix 5) JR described the three-year plan and current progress made. JR made clear that things written in italics illustrate the projects completed Minor Projects JR noted that he and Trustees are unsure to as whether the planting got finished? JR explained that although the exterior has been updated and painted there are areas of rotten wood which would be addressed early 2026. JR also noted that the ceiling spotlights had not yet been done but would be added to future planning. Major projects JR described that the Gazebo had been completed and Trustees are waiting for the additional electrical socket to be installed. Future projects JR announced that the tennis courts are a major project priority. Some exploratory tasks had been undertaken but additional time is required to further seek funding and grant opportunities. JR actioned all Members to bring forward other ideas and noted that there are many ways for members to get in touch, (SEE WEBSITE notes below), including “stopping and speaking with him whilst dog walking!”	Approve the Three-Year Plan Proposed Carol (member) Seconded Amanda (member)

	Member question: Do they have a tennis court at the school? Ans. The school have an all-weather pitch but going forward a link with the school remains a strong possibility? Member question: Will the gazebo have sides? JR explained that Trustees have already explored various possibilities e.g. roll down? However, following the recent hot summer, whereby sides were not required, trustees will evaluate the need for sides following its use during the winter. JR also noted that there is currently not a Three-year plan specifically for the bar, however extending the hours were well-received by members and therefore staying. JR discussed the possibility of additional pop-up food nights and explained that cancellations are weather related	Action: Gazebo sides
Treasurer's Report	Presented by Paul Griffiths (PG) Treasurer Trustee PG Presented slides which reflected his Financial Report (Appendix 6) and the Independent Financial Report (Appendix 7) explaining that his reporting was simple and straightforward and he was keen to inform members of the meaning of 'surplus'. Paul also reminded members that he is not a qualified accountant and as a result he adheres to the principle of treating ACVH money with good care – 'right and proper'. PG invited questions from members throughout his presentation Changes: PG explained that in preparation of the final accounts the computer broke and all details were lost. As a result, 'Xero', a web-based system is now used by the ACVH and its accountants. This new accounting system is 'ten times easier' and both, JR and the Bar Manager have access and oversight of it. Furthermore, it 'talks' to the bank. This leads to greater scrutiny and real-time benefits. PG assured members of the affordable monthly fee. PG is happy for accounting scrutiny, esp. because 'we are all volunteers'. PG noted that the Charity Commission describes how accounting is done and offers good challenge, standards and governance. PG provides monthly reports to trustees and all cash accounting is recorded in a book. JR noted; with 70% of monies submitted via BACs, cash is no longer as useful as it once was. JR explained that Trustees recently agreed that 'now' is not the right time for the ACVH to 'drop' cash altogether. Gazebo investment PG explained that by 'capitalising' the gazebo the overall asset of the ACVH has grown. Paul discussed using a 'best approach' for all accounts but noted that the current Bar accounts are less clear. PG undertook a joint meeting with BJ and JR to discuss the need to overcome a misunderstanding with the accountants who thought the ACVH held cash. However, in applying a one-off, year adjustment the 2024/25	Approve the Treasure's Report Proposed JR Trustee Seconded NK Trustee

	Bar accounts appear to have lost money. In this respect, a further accurate accounting statement and meeting with accountants will be held. Members will be informed of the outcome here. PG also noted that without a consistent Bar Manager the ACVH struggles with accounting resilience and there is a clear need to spread the work load. He reiterated the need for Members and Trustees to seek a new Bar Manager. PG noted that although the overall financial position of the ACVH is positive (£3k surplus), members were reminded that as a percentage of overall turnover, profits as a percentage is not large. Graphs PG shared tables and graphs which offered a breakdown of the figures in his report. Please note* the pie charts could be better titled <u>Current Account</u> and <u>'Business Account'</u> PG explained in full an adjustment within the second pie chart whereby a card reader had been used for charity event where large sums of money were raised. To support clearer accounting, in the future, alternatives will be made. PG warned members of the usefulness of comparing year on year accounts esp. comparing net figures. In this respect, Xero will offer truer accounting, especially regarding receipts and the display of net figures. PG assured members to not be concerned with the slight drop in profits this year. Finances/expenditure PG described the nature of expenditure which can be subject to distortions throughout the financial year. Monthly reporting to trustees helps here. Questions from members Member question: Although sight impaired, is the loop system operating for hearing impaired members or could a microphone be used? Member question: Solar panels? Can members assume a benefit/feed in tariff. PG will do a break down to advise members of solar finances and make available to members JR described the solar panel use this far which is positive although advised members that the AVCH does not charge back to the grid. JR proposed that the ACVH is saving money and will quantify at every future AGM. JR reminded members to consider that all income streams are vital for the survival of the ACVH and that annual costs amount to £21k.	Action: loop system Action: Solar panels info at next AGM.
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	Member question: At times the bar is not overly supported. JR reminded members of changes already made e.g. lighting, ambience, promotions, pop-up events. And, JR explained that the members are best placed to 'fix it'. JR noted various issues: Are we welcoming? Do we reach out to others? How do we reach people who don't come at all. What other activities help. Can we do more?	
The New ACVH Website	The new ACVH website was presented by JR and AL. (Please note* Since AL was taking these minutes and presenting this section - this is a summary) Nine new pages. The website is a work in progress and stays live throughout updates. Feedback is welcomed 1. EVENTS posters are online – discussion private and ACVH community events 2. BOOKINGS Various facilities can be hired. Moving to an automated system. Calendar shows availability Risk assessments, terms and conditions and Hire agreement are online 3. DOCUMENTS Currently: Constitution, trustee documents and Trustee minutes are online – Plan to get it all online 4. VOLUNTEER We have over 70 volunteers. Rights and responsibilities of volunteers are online 5. MEMBERSHIP An important role within ACVH - You can sign up online. There is a membership survey 6. CLUBS our regular clubs are advertised 7. SPONSORS Live adverts are a possibility for local groups/businesses and ready for planning/discussion 8. ARCHIVES is blog based and will build upon past and present stories 9. CONTACT US a form emailed directly to the secretary Also discussed Other ways for members to get in touch: 1. Notice board in the foyer is getting updated 2. Introduced a 'Have your say box' in foyer – with paper and pens for quick notes 3. Incident forms for any type of accident, incident or concern	
Election of Trustees (It is only possible to vote for the candidates if you are a member)	Victoria Gunn (elected) Shirely White (re-elected) Ben Jackson (re-elected) JR - Elections were explained as par the constitution. Election count = 27 elections voted in favour of changes to Trustees. 3 slips were incomplete (Total 30) (Candidates must receive at least 51% of the vote to be elected) All three proposed Trustees were elected.	
AOB	Members Question: Broken bench at Dumblehole lane. This was discussed (poss. trailer clipped the edge?) and it was noted by JR that it is the responsibility of the Parish Council. ACVH Secretary will email our link Trustee to the Parish Council JW.	Action: Email PC link trustee Completed Nov 25

End	A presentation of images found in the archives, interesting documents and past films was shown during canapes, conversation and refreshments.	

Minutes taken by	Alison Limerick Secretary
Signed by Chair	James Roach

APPENDIX 1 - NOTICE OF THE ANNIAL GENERAL MEETING ACVH
ANNUAL GENERAL MEETING
The Annual General Meeting of the Ashford Carbonell Village Hall + Recreation Ground will be held on

Monday 27th October 2024 in the Village Hall at 7pm.

This is an open meeting and all Members are encouraged to attend
The agenda will include:
Apologies
Last year's minutes & matters arising
Chair's report and three-year plan
Treasurer's report
Election of Trustees
AOB

APPENDIX 2 - AGM AGENDA ACVH

ANNUAL GENERAL MEETING
Monday 27 October 2024
7.00pm

AGENDA
Apologies
Last year's minutes & matters arising
Chair's Annual Report + Three Year Plan
Found Archives Presentation
Treasurer's Report
Election of Trustees
AOB

APPENDIX 3 – 2024 AGM MINUTES

Monday 28th October 2024

Apologies and attendance Apologies were received from some members.

36 members, including Trustees were present.

Minutes of the 2023 AGM and Matters Arising

- Acceptance of the minutes was proposed by James Roach, seconded by Ben Jackson and agreed unanimously.
- Matters arising were covered in the Chair's report.

Chairs Annual Report

- James outlined the goals of the Trustees: to identify the usage of the hall; the support required for this and the importance to finance.
- In relation to questions previously received from villagers he confirmed that the boiler had recently been serviced and it was confirmed that it is in good order and would not need replacing within the next 3 years.
- Ashford Carbonell Village Hall and Recreation ground now owns 100% of the recreation ground, previous issue resolved with Land Registry.
- Shirley White has taken over maintenance of the hall and is very much on top of this.
- Income from events, bookings and the bar continues to be positive. Following analysis of the bookings there aren't as many occasional bookings as originally thought. More bookings come from regular repeat booking.
- We need to raise about £21,000 per annum to run the Village Hall ie 'stand still'. This income is made up from bookings, events and bar - none of which we can do without.
- Wendy Griffiths is stepping down as Bookings Secretary and a new bookings secretary is now needed. Her diligence and involvement has been instrumental in the income stream received through bookings. James will be temporarily assuming this role to ascertain what is essential in this role and to determine what is required going forward.
- Katy Rose has taken over from Lisa Anderson as Chair of the Social Committee. The Social Committee is integral to arranging events and contributing to the income raised.
- Food nights organized by Shirley White have made a significant contribution to bar income. Jess Tasker-Brant organization skills as Bar Manager have been key to the success of the bar.
- Communication is mainly via our website, the parish magazine, the village e mail and posters. More work is required on our website. There is an issue with the parish council website which needs to be resolved. The only events advertised on external forums are the Car Boot and Posh Jumble.
- ACVH&RG was made a Charitable Incorporated Organisation (CIO) to protect the future of the land assets that are now owned by ACVH&RG. This does bring with it additional responsibilities and as such the Trustees have to ensure they comply with all the legal rules and legislation.
- There have been changes to the existing Trustees and Social Committee members, which were outlined. It was stressed that ACVH&RG needs volunteers. They do not have to be a Trustee or member of the Social Committee but people are needed to get involved.

Margaret de Lattre proposed acceptance of the chairs report, Wendy Griffiths seconded and it was unanimously agreed.

Three Year Plan

- Now in second year of 3-year plan
- Progress made in last 12 months, includes hearing loop system, upgraded WiFi, HIVE heating control, upgraded planters and new stools and wine fridge for the bar.
- Investigations were carried out on the floor of the village hall and it was determined that no remedial work was necessary, which released £12k that had been set aside for possible work.

- Still to be completed are the wild flower area, ceiling bar for spotlights, conversion of old porch into storage area and exterior redecoration and replacement of barge boards.
- On major projects, solar panels have been installed and gazebo is in progress. There are separate presentations on these.

A question was raised relating to mole activity on the field. Details of anyone who can help with this would be appreciated.

- Potential project for the future is the refurbishment of the tennis court into a multi surface court. Any help or interest in making this happen is appreciated. David Brundrett stated that in the past the use of the tennis court been ad hoc. Marilyn Heath commented that when she first came to village there had been a key to access and use the courts. Pam Twitchell asked if tennis was played at Bishop Hooper and if they would want to access the court. Sue Phipers asked the cost of such a proposal. It is estimated £10-£60k depending on the surface. It will be helpful to understand the usage requirement and interest in a court or multi use surface to take this forward.
- More regular bookings would be very helpful for income and the long term success of the hall. If anyone knows of anyone who is interested then please put them in touch with a Trustee. Going forward there will be a landline phone number and email address on the door of the village hall for Bookings. The landline phone number will go to Nic, Shirley or James mobile numbers to respond to until a new Bookings Secretary is found. Please do not contact Wendy as she is stepping down as from 1 November.
- The foodie nights have helped to increase income. An ice cream van on summer Sunday afternoons is planned.

Margaret de Lattre proposed acceptance of the 3 Year Plan, Ben Jackson seconded and it was unanimously agreed.

Treasurer's Report

- It was explained how the Trustees manage the budget and account for the finances.
- The financial system used is cash accounting, current expenditure and income.
- The Treasurer's role is to ensure the Trustees stand by their self-imposed financial regulations and policies.
- Each month the Trustees receive a financial report from the Treasurer which is scrutinized.
- Under charity commission guidelines the Trustees need to ensure there is enough money to continue operations for 6 months. It was decided to keep £10k as a safety net. This will be kept under review.
- Banking is done via Orleton Post Office.
- Income has increased overall by nearly £5k. This is thanks to the enormous effort of people who give their time and energy to make sure the village hall has the necessary income.
- We are coming to the end of our existing very favourable electricity contract negotiated by Jackie Brundrett. We have renewed with Octopus. The solar panels will help to keep our electricity costs low.
- The trading loss for the last financial year (2023/24) is a technical loss only. Savings have been used for capital improvement projects. Trustees did this knowingly as we will recoup this loss in the next 12 months if we carry on as we are now.
- The value stated in the accounts for the property is historical and was brought forward for insurance purposes. The value is only relevant though if for example wanted to take out a loan. There is no intention to do this. Brian Kelly asked if a revaluation is ever done. Paul Griffiths advised it has not been done as this will cost money, however, a revaluation is probably worth undertaking every 5 years.
- £438 of revenue per week is needed to keep the village hall doors open. There has been an increase of revenue of nearly £5k in the last financial year. Hire fees are holding steady. There is more fluctuation in donations and grants. The bar income is very helpful, which is down to the improved organization and the events which have been put on.

Margaret de Lattre proposed acceptance of the Treasurer's report, seconded by Jackie Brundrett and unanimously agreed.

Major Projects

- a. Solar panels

- Shown that over the summer, most of the electricity for the village hall was being produced by the solar panels
 - Power is also being generated and going to the grid. At the moment the village hall is not receiving any payment for this as we do not have a smart meter. This needs to be progressed with the new electricity supplier.
 - Roger Garbett asked if the hall could be paid retrospectively and also how much revenue had been lost by not receiving payment. It was not thought that retrospective payment could be received and whilst it was not known how much the hall had lost by not receiving payment, it could probably be worked out.
- b. Permanent gazebo
- It had been agreed at the previous AGM to spend £20k on the gazebo. Planning was obtained earlier this year and further quotes received, which came in higher than the previously approved £20k. An Extraordinary General Meeting was held in September to ask for approval for the additional expenditure. It was agreed for the additional expenditure up to £32k.
 - Work has commenced and finished on patio. The gazebo will be erected week commencing 3 November and it is planned to be completed by mid-November. The electricity and wind break panelling will be completed at a later stage.
 - Brain Kelly asked if the posts for the gazebo will be sunk in. It was confirmed due to the weight of the structure it will not be necessary.
 - The wind break panels were discussed and Ishbel Yellowley suggested a company who may be able to provide clear panelling. She will provide details to James Roach.
 - It was confirmed that whilst the temporary marquee will be kept it will not be put up again unless an exceptional circumstance.

What's Changed in 22 Years Ishbel Yellowley gave an overview of the changes in the last 22 years

Election of Trustees

Three people stood for election as Trustees:

- Roger Garbett
- Jenny Crowther
- Alison Limerick

Note: The voting papers incorrectly show Alison's surname as Mackintosh, corrected.

It is only possible to vote for the candidates if you are a member.

Candidates must receive at least 51% of the vote to be elected.

All three proposed Trustees were elected.

Vacant Roles

Provided the candidates are successful it is proposed that Alison will take over from Margaret as Secretary. James will be the temporary Bookings Secretary for the next couple of months to establish what the role is and if and how it can be split between several people.

Jess Tasker-Brant has resigned as Bar Manager and a new Bar Manager is now needed.

AOB

Pam Twitchell expressed her thanks to everyone who had worked so hard over last 12 months.

APPENDIX 4 - Chair's Annual Report

In preparing this Annual Report for the Village Hall & Recreation Ground, my goal has been to communicate:

- What is the usage?
- Who is involved in supporting this?
- Why is this financially important?

I will provide some context and commentary in the following areas:

Maintenance and Management - Finance - Bookings - Events - Trev's Bar - Communication - Village Hall Role Changes

Maintenance and Management The usual routine maintenance has occurred, including:

Replacement of corridor lights with LED lights; vermin control (rabbits) of the playing field; minor repairs to the Tennis Court; servicing of the Heating Boiler; replacement of the Baby Changing Table due to failure of the old struts. Work on maintaining/painting the exterior has started.

Shirley White continues as Maintenance Manager.

The status of Minor/Major Projects is reported in the "Three Year Plan".

Management items to report:

Many of the Village Hall policies have been updated to ensure they are current and appropriate. These have also been made more easily readable and branded with the new ACVH logo.

The old paper Archive has been reviewed and relevant documents moved online. Alison Limerick continues as Secretary

Finance

Our income from Bookings, Events and Trev's Bar continues to be positive.

The day-to-day accounts have moved to the Xero accounting package, with 2023-24 and 2004-25 having been loaded into Xero.

Paul Griffiths continues as Treasurer.

See the details reported in the "Treasurer's Report".

Bookings

The Village Hall continues to be a preferred venue for many to host regular events and private bookings. The bookings are now "self-service" in terms of access to the village hall.

Regular bookings include:

Weekly: Ballroom & Latin Dancing, Strength Balance & Flex, Yoga, Village Art, Art Space, Vicar's Secretary use of Meeting Room, St. Mary Magdalene Church

Monthly: Caynham Ashford W.I, Ludlow Beekeepers, Viv Parry Councillor's Surgery

AND Harvest Festival Supper, St. Mary Magdalene Church, Lent Lunches, St. Mary Magdalene Church, Children's Society Box Opening, D-Day Exhibition, Autumn Coffee Morning, St. Mary Magdalene Church, Macmillan Cancer Support Coffee Morning

The Bookings make a major financial contribution.

James Roach continues as Interim Bookings Secretary; however, we are looking for a volunteer to become the Bookings Secretary.

The volunteers that help maintain and support the Village Hall have been critical to the success of these bookings.

Events The Social Sub-Committee is key to managing social events for villagers and organising fund raising events.

Regular events include: Weekly Coffee Mornings, Fortnightly Afternoon Teas, Monthly Quiz Nights, Flicks in the Sticks, Weekly Bowls Club,

AND Oktoberfest, Children's Halloween Party, We'll Meet Again Supper, November Christmas Crafts, Children's Christmas Party, Village Pantomime, Candlefest, Christmas Lunch, Brunch, Indoor Games Night with food, Crafts for Easter, Irish Evening, Posh Jumble Sale, VE Day 80th Anniversary, Grand Village Fete with St. Mary Magdalene Church, Summer Supper, Summer Family BBQ, Car Boot Sale

The events organised by the Social Sub-Committee make a major financial contribution. Katy Rose continues as Social Sub-Committee Chair.

The creativity of the Social Sub-Committee and the hard work of all the helpers that provide their time and effort, enabling these events to happen successfully.

Trev's Bar: The Bar forms part of the social hub of the village, being open on a regular basis when events are held at the Village Hall. It's the villagers using the Bar that enables the social interactions and contributes to the social hub.

Regular bar events include: Weekly Sunday Social, Weekly Friday Night Social, Pop-Up Food Nights

The introduction of Card Payments has proved a success with approx. 80% of the takings now being by Card Payment. The Bar makes a major financial contribution.

Jess Tasker stood down as Bar Manager Dec-24. Ben Jackson continues as Interim Bar Manager; however, we are looking for a volunteer to become the Bar Manager.

The support and commitment of the Bar Stewards is key to the success of the Bar and is much appreciated.

We welcome your ideas on how we can make Trev's Bar more accessible, and inclusive, for everyone.

Communication: The information on our www.acvh.uk website has recently been completely updated. Please contact Allision Limerick if you would like to add content to the website. We continue to advertise local/public events on our Ashford Carbonell Village Hall Facebook page, and we advertise public events on the Ludlow Chat, News and Views Facebook page. The Ashfords' Parish Magazine, village email Member Newsletter and village Posters continue to be the main form of communication to the village.

Village Hall Role Changes Trustees

The following are stepping down:

- Nic Kilby is stepping down as Trustee.

The following are looking to be re-elected:

- Shirley White is looking to be re-elected as Trustee.
- Ben Jackson is looking to be re-elected as Trustee and Deputy Chair

The following are looking to be elected:

- Victoria Gunn is looking to join as Trustee.

The proposed Trustees for 2025-26 are:

James Roach – Chair and Interim Bookings Secretary

Ben Jackson – Deputy Chair and Interim Bar Manager (looking to be re-elected) Paul Griffiths – Treasurer

Alison Limerick – Secretary

Jenny Crowther

Roger Garbee

Victoria Gunn – Social Sub-Committee (looking to be elected)

Peter Stretton – Church and Bowls Club

Jonathon Webb – Parish Council

Shirley White – Maintenance Manager (looking to be re-elected)

Village Hall Role Changes – Social Sub-Committee

The following have stepped down:

- Gill Portsmouth has stepped down from the Social Sub-Committee.
- Anthony Portsmouth has stepped down from the Social Sub-Committee.
- Nic Kilby has stepped down from the Social Sub-Committee.

The following have joined us:

- Sally Garbett has joined the Social Sub-Committee.
- Victoria Gunn has joined the Social Sub-Committee.

So, the proposed Social Sub-Committee for 2025-26 are:

Katy Rose – Social Sub-Committee Chair and Sally Garbett, Wendy Griffiths, Victoria Gunn, Sally Loach

Thanks

We are grateful to all who support us by contributing their time, energy and expertise - there are too many to mention here. Your support as villagers in using the Village Hall is also much appreciated.

APPENDIX 5 - ACVH Three Year Plan

In making this three-year plan, decisions have been made on priorities for the future based on the objectives of our charity:

Maintenance and Management “The provision and maintenance of the Village Hall and Recreation Ground for the use of the inhabitants of Ashford Carbonell”
Phased last year 2024-2025, this year 2025-2026 and next year 2026-2027

Bookings, Events and Trev’s Bar “Meetings, lectures and classes and other forms of leisure and recreation with the aim of improving the quality of life of such beneficiaries”

Maintenance and Management “The provision and maintenance of the Village Hall and Recreation Ground for the use of the inhabitants of Ashford Carbonell”
In addition to our ongoing maintenance expenditure, our proposals are as follows:

Minor Projects:

Last year, 2024-2025:

- **Convert the old porch to enable proper safe storage of tables.** Completed. This year, 2025-2026:
- **Complete the planning and provision of seating in the wildlife area.** This has been delayed due to issue with the rabbits affecting the planning. In Progress.
- **Redecorate the exterior and replace the barge boards.** In Progress.

Next year, 2026-2027:

- **Install a ceiling bar for the spotlights.** In Progress, budget £500.

Funding for the above items will come from our reserves or in year fundraising. We look to maintain our reserves at £10k, only to be used in exceptional circumstances. We will continue to update our maintenance and replacement schedule.

Major Projects:

Completed last year, 2024-2025:

- **Building a permanent Gazebo.** Completed.

Potential projects, 2025-2026 and 2026-2027:

- **Renovation of the tennis court into a resurfaced multi-use court.** Grant funding opportunities are to be investigated from a variety of sources. We would welcome your help and support in scoping this project to provide this for the younger folks in the village.

Bookings, Events and Trev’s Bar “Meetings, lectures and classes and other forms of leisure and recreation with the aim of improving the quality of life of such beneficiaries”

We continue to provide a wide variety of social activities and events to cater for all ages and interests within our community.

- **Bookings** continue to be “self-service” for access, with availability integration to the website being considered.
- **Social Committee** events continue to be many and varied.
- **Friday Night Social and Sunday Social** events promoted with Trev’s Bar serving refreshments.
- **Regular Pop Up Food Nights** on a Friday night continue; including Fish Heads, Alfie’s Kitchen, Pizza Girls

We always welcome your ideas for new events.

James Roach

APPENDIX 6 ACVH FINANCIAL REPORT - Financial Year 1st April 2024 to 31st March 2025

This report is for the period 1st April 2024 to 31st March 2025. This supplements the Trusts Accountants ‘Unaudited Financial Statements’, produced by Thorne Widgery, which have been circulated with the agenda.

Preparation of Accounts

As mentioned in last year's report the Charity operates a 'cash accounting' method for recording income and expenditure. Basically, this means that only those items appearing on the Charity's Bank Statements within the financial year, are used to calculate the annual accounts. This method is instead of a 'committed expenditure' method which would include commitments made in the financial year but not paid or received into the Charity's Bank Account by year end.

The Bar Accounts are produced by the Bar Manager and are included in the annual accounts. These accounts are subject to the same level of scrutiny as the general account by Thorne Widgery.

Unfortunately, there was a significant problem with the Trusts Laptop Computer, on which the accounts software and data is kept. This meant that the account details for 2024/25 could not be accessed. The Trust subsequently resolved to move to new, cloud based, accounting software called Xero, recommended by the Trusts Accountants.

The data for 2024/25 was re-entered onto Xero and has been used by our accountants to produce the 'Unaudited Financial Statements' for the year in question. These have been provided to members, along with the agenda. The new software requires the payment of a monthly license fee.

Overall Financial Position for 2024/25

As members will recall, it was resolved to build a permanent Gazebo on a new patio area. This was completed and will provide an impressive addition to the Trusts facilities for many years to come.

The costs associated with the purchase, and construction, amounted to £27,990.00. On the advice of our accounts this has been capitalised, which means that the cost is not treated as revenue expenditure but as part of our fixed assets and therefore capital expenditure. (See page 7 of the Financial Statement provided with the agenda). A depreciation value has been calculated at £350.00 per annum over a 20 year period.

As a result of treating the Gazebo expenditure as capital, the Trust returned a surplus of £2,864.00 for 2024/25. There were no other significant investments during the financial year.

In addition, the Trust was approached by a local resident requesting the use of the Bar Card Reader for a fund-raising event. The income raised using the card reader amounted to £8,157.51 and is shown as one-off income in the Bar Account. This was then paid to the Charity event organisers. This transaction has been declared to our accountants.

After careful consideration it has been decided that this will be a one-off arrangement in order that the Charity's Accounts do not become confused by income not associated directly with the Trust.

The Charity's Account Balances at year-end were as follows: -

Community Account - £3,730.25

Business Account - £25,024.55

Bar Accounts

There have been a number of personnel changes to the Bar Manager role over the course of the financial year. This has resulted in further difficulties with maintaining financial records. At present the task of overseeing the Bars general management (along with financial matters) now falls to one person, Ben Jackson. Although efforts have been made to recruit someone to take on the role of Bar Account Manager no volunteer has been forthcoming.

Thorne Widgery have made a number of recommendations to improve oversight of Bar income which are currently being considered by the Trustees. Clearly any changes to management practice are dependent on the cooperation of volunteers, and appropriate consultation will take place before any revised procedures are adopted. A response to the accountants' recommendations will be made in full, once this exercise has been completed.

Reserves

The Charity's reserve policy has been sustained for the financial year 2024/25. **Appointment of Accountants**

The Trustees have re-appointed Thorne Widgery as the Trusts Accountants for a fourth year. The Trust receives favourable rates thanks to the ongoing support of Dan Crowther, the Chief Executive Officer, who lives in the village with his family.

Conclusion.

The Charity's financial position continues to remain healthy although further consideration will be given to the management of the Bar particularly in relation to the deficit. Detailed scrutiny of income and expenditure continues to take place at the monthly meetings of the Trustees. The principle of transparency is at the heart of the Charity's practice and should any member wish to examine financial records or seek detailed information, the Chairman or Treasurer can be contacted.

Paul Griffiths, Treasurer

APPENDIX 7 – FINAL ACCOUNTS

Please note: the final report was sent to members but cannot be attached as an appendix. It can be made available by emailing secretary@acvh.uk

The Independent Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2025 was undertaken by;
Thorne Widgery Accountancy Ltd Chartered Accountants, 2 Wyevale Business Park, Kings Acre, Hereford, Herefordshire. HR4 7BS

The trustees who are also directors of the charity for the purposes of the Companies Act 2006

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities

Financial Review: The CIO's result for the year reported net income of £2,864 (net expenditure 2024: £177). Total funds stood at £648,299 (2024: £645,435)
Free reserves at the year end, being total funds less fixed assets and restricted funds was £29,859 (2024: £54,635). This equates to 7.1 months (2024: 17.7 months) of the CIO's annual expenditure.

Reserves policy Recommended good practice from the Charity Commission is to have free reserves covering anticipated expenditure for the following six months, which is an aim that the Charity continues to work towards.

Going concern: There are no immediate concerns for the Charity. The Village Hall and Recreation Ground is continuing to be a very popular venue.

APPENDIX 8 - ACVH ELECTION of TRUSTEES 2025

In line with the ACVH&RG constitution, at this AGM three trustees are retiring from office: Ben Jackson, Shirley White, Nick Kilby

The following candidates are standing for election and re-election as Trustees of Ashford Carbonell Village Hall and Recreation Ground in 2025, and will be elected to serve a term of no more than 3 years. Candidates are elected if more than 50% of the Members present at the AGM vote for them on the night.

Candidate Name	Candidate address
Victoria Gunn (election)	Field House, Ashford Carbonell. SY8 4DG
Shirley White (re-election)	Dolarth, Ashford Carbonel. SY8 4DB

Ben Jackson (re-election)	The Avenue, Donkey Lane, Ashford Carbonel. SY8 4DA	
Peter Stretton has been nominated as a Trustee by BOTH the Parochial Church Council and by the Bowls Club. Jonathan Webb has been nominated as a Trustee by the Parish Council. We will continue to retire, elect and re-elect future Trustees, in rotation, as required by the Constitution. For this year Jenny Crowther, Roger Garbett, Paul Griffiths, Alison Limerick and James Roach will continue as Trustees. Officers (Chair, Secretary, Treasurer, Vice Chair) are elected by the Trustees at the first Trustee meeting after the AGM.		